

Message Text

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DRAFTED BY: S/S-S:BMCKINLEY

APPROVED BY: S/S-S:RWOODS

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FM SECSTATE WASHDC

TO AMEMBASSY ADDIS ABABA NIACT IMMEDIATE

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EXDIS

FOLLOWING REPEAT STATE 081237 ACTION ACCRA DTD 06 APR

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EXDIS

FOLLOWING TELEGRAM FROM SECSTATE WASHDC DATED APRIL 3, 1976

SENT NAIROBI, DAR ES SALAAM, LUSAKA, KINSHASA, LAGOS

ABIDJAN, MONROVIA, DAKAR IS REPEATED TO YOU: QUOTE

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EXDIS

E.O. 11652: N/A

TAGS:OVIP (KISSINGER, HENRY A.), PFOR, XJ

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SUBJECT:SECRETARY'S VISIT: SECRETARIAT REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL

FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. IT ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM OF ONE OFFICER AND ONE SECRETARY WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. A SECOND TEAM WILL PRECEDE THE SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS. THE S/S ADVANCE, GENERALLY TWO OR THREE DAYS PRIOR TO THE SECRETARY'S ARRIVAL, COMPLEMENTS THAT OF THE ADMINISTRATIVE PREADVANCE, WHICH WILL TAKE PLACE APPROXIMATELY TEN DAYS TO TWO WEEKS BEFORE THE VISIT (SEE ADMIN LOGISTICAL CABLE).

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULLTIME ASSISTANCE TO

S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE SECRETARY'S DEPARTURE. THIS IS TYPICALLY AN ALERT, SUBSTANTIVE OFFICER AT OR BELOW THE SECTION CHIEF LEVEL, WITH COMMAND OF THE LOCAL LANGUAGE, AND ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS, AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE VISIT, INCLUDING NODIS, ARE AVAILABLE TO S/S IN THE EMBASSY. TYPICALLY, THIS IS DONE BY ASKING THE EMBASSY C&R TO SLOT ONE COPY OF EACH VISIT CABLE FOR S/S. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE LIMITED OFFICIAL USE
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DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. IF MACHINES AVAILABLE IN EMBASSY, POST SHOULD ARRANGE TO HAVE THEM RUN UNATTENDED BETWEEN 2300 AND 0500. KEEP IN MIND THE FOLLOWING SPECIAL REQUIREMENTS:

-- SELECT THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT.

-- DURING REPRODUCTION, MAKE SURE THAT EACH STORY BEGINS ON A NEW PAGE. DO NOT RUN TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY, ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION. SUMMARIES SHOULD BE TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY. THEY ARE ATTACHED ONLY TO THE SECRETARY'S PACKAGE.

INDIVIDUAL ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

TEN COPIES OF ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

PLEASE CONFIRM ABOVE MEDIA REPORT ARRANGEMENTS BY CABLE.

5. DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS ARE TO BE PROVIDED TO THE S/S

ADVANCE TEAM ON ARRIVAL. USUALLY, THESE ARE TO THE PRIME MINISTER AND FOREIGN MINISTER. DRAFTS MUST INCLUDE EXACT ADDRESS AND CORRECT SALUTATION AND TITLES.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POSTS ON ARRIVAL.

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7. SCHEDULES:

A. YOU HAVE RECEIVED BY SEPTTEL AN ITINERARY WITH INSTRUCTIONS ON OBTAINING HOST GOVERNMENT CONCURRENCE IN THE DATES OF THE PROPOSED VISIT. THE DETAILED SCHEDULE FOR THE SECRETARY'S STOP AT YOUR POST WILL DEVELOP OUT OF A DIALOGUE BETWEEN YOU, YOUR HOST GOVERNMENT AND THE DEPARTMENT. (FOR NAIROBI: YOU WILL RECEIVE SEPARATE GUIDANCE FOR UNCTAD.) -

B. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO THE HOST GOVERNMENT'S SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. YOU SHOULD, HOWEVER, MAKE NO REPEAT NO COMMITMENTS ON SPECIFIC EVENTS OR MEETINGS WITHOUT THE DEPARTMENT'S AUTHORIZATION. IT IS IMPORTANT THAT SCHEDULING PROPOSALS REACH THE DEPARTMENT AS EARLY AS POSSIBLE SO THAT THE SHAPE OF THE ENTIRE TRIP CAN BE PERCEIVED AND ADJUSTED AS NECESSARY. BEARING THESE FACTORS IN MIND, POSTS SHOULD REFRAIN FROM PRESSING HOST GOVERNMENTS BUT SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS SOON AS THEY BECOME AVAILABLE.

C. SCHEDULE INFORMATION OR PROPOSALS, AND EVENTUALLY SCENARIOS SHOULD BE SEGREGATED FROM OTHER POST REPORTING IN A SEPARATE, SEQUENTIALLY NUMBERED CABLE SERIES FROM NOW UNTIL THE SECRETARY'S ARRIVAL. THE SUBJECT LINE FOR SCHEDULE CABLES ON THE SECRETARY'S LUSAKA VISIT SHOULD READ "LUSAKA SCHEDULE 1," "LUSAKA SCHEDULE 2," AND SO FORTH. NOTE THAT THIS DESIGNATION WILL APPEAR AS THE SUBJECT LINE AND WILL NOT AFFECT THE POST MRN OR MCN. IN REFERRING TO THESE CABLES, USE BOTH REPEAT BOTH POST MRN AND THE SUBJECT LINE, SINCE COMMUNICATORS WILL USE ONLY MRN'S BUT S/S NEEDS THE SPECIAL SUBJECT LINE. EMBASSIES MAY WISH TO ASSIGN S/S LIAISON OFFICER WITH RESPONSIBILITIES FOR ASSURING CONTINUITY OF SPECIAL SCHEDULE SERIES. ALL SCHEDULE CABLES SHOULD BE MARKED "FOR S/S." AFTER THE SECRETARY'S DEPARTURE FROM WASHINGTON THEY SHOULD BE SENT TO THE PARTY DIRECTLY FOR ACTION, INFO DEPARTMENT.

D. FORTY-EIGHT HOURS BEFORE THE SECRETARY'S ARRIVAL, POSTS SHOULD RECAP THE COMPLETE SCHEDULE, INCLUDING EXACT LIMITED OFFICIAL USE
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TIMES FOR ALL MOVEMENTS AND EVENTS, BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY, FOR S/S.

E. POSTS SHOULD BE GUIDED BY THE FOLLOWING POINTS IN DEVELOPING THE SCHEDULE:

-- REPORT FULLY ALL HOST GOVERNMENT PROPOSALS, WITH YOUR OWN RECOMMENDATIONS AND ANY COMMENTS ON POSSIBLE LOCAL SENSITIVITIES OR REACTIONS SHOULD THE SECRETARY DECIDE AGAINST AN EVENT.

-- THE FINAL SCHEDULE SHOULD PROVIDE THE SECRETARY FULL EXPOSURE TO LOCAL LEADERS AND ENVIRONMENT WITHOUT, HOWEVER, OVERBURDENING HIM. FIVE OR SIX EVENTS A DAY IS GENERALLY THE LIMIT.

-- THE SCHEDULE SHOULD PROVIDE BLOCKS OF FREE TIME, WHICH CAN BE USED FOR TOURISM, REST OR STAFF TIME. THIRTY MINUTES TO AN HOUR AT THE HOTEL FOLLOWING ARRIVAL AND PRIOR TO THE FIRST EVENT IS VERY DESIRABLE IF THIS IS LOGISTICALLY FEASIBLE. UP TO TWO HOURS AT OTHER POINTS IN THE SCHEDULE IS ACCEPTABLE, AND THERE IS NO NEED TO SCHEDULE ALL POSSIBLE MEALS.

-- PROPOSE IMAGINATIVE POSSIBILITIES ON HOW THE SECRETARY MIGHT USE HIS FREE TIME TO ABSORB LOCAL COLOR, WITHOUT MAKING ANY COMMITMENTS, AS TOURISM MAY LOSE TO THE PRESS OF WORK. THE SECRETARY DOES NOT GENERALLY VISIT INDUSTRIAL SITES, SUCH AS STEEL MILLS OR POWER PLANTS.

-- THE SECRETARY WILL RETURN HOSPITALITY IN THE FORM OF A MEAL OR RECEPTION, IF THIS IS LOCAL CUSTOM, AND IF TIME IS AVAILABLE.

N

-- INDICATE EXACT TRAVEL TIMES BETWEEN SCHEDULE EVENTS AND IN PRINCIPLE COUNT ON MOVEMENT BY MOTORCADE, NOT HELICOPTER.

F. ANY INDEPENDENT ACTIVITIES SCHEDULED FOR MRS. KISSINGER OR OTHER MEMBERS OF THE SECRETARY'S OFFICIAL PARTY, LIMITED OFFICIAL USE
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INCLUDING THE PRESS SPOKESMAN, SHOULD BE REPORTED IN SEPARATE SCHEDULE CABLES. THESE SHOULD INCLUDE INFORMATION ON TIMING, VENUE, TRANSPORTATION AND PARTICIPANTS.

8. SCENARIOS:

A. AS SOON AS THE STATE OF PLANNING PERMITS, POSTS SHOULD SUBMIT FULL SCENARIO INFORMATION FOR EACH EVENT ON THE SCHEDULE. THESE SHOULD BE TRANSMITTED IN THE SPECIAL

SERIES DESCRIBED IN PARA. 7.C. ABOVE. WHERE INFORMATION GAPS EXIST, THESE SHOULD BE IDENTIFIED. IDEALLY, FULL SCENARIO INFORMATION SHOULD BE AVAILABLE TEN DAYS PRIOR TO ARRIVAL. SUBMIT SOONER, IF POSSIBLE. FORMAT SAMPLES FOLLOW AS THE LAST SECTION OF THIS CABLE. USE LOCAL NOT MILITARY TIMES.

B. SCENARIOS SHOULD INCLUDE THE FOLLOWING INFORMATION: FOR MEETINGS, EXACT TIME AND LOCATION ARE IMPORTANT, AS IS EXPECTED HOST GOVERNMENT PARTICIPATION. US PARTICIPATION IS GENERALLY GEARED TO THAT OF THE OTHER SIDE. TYPICALLY, THE AMBASSADOR, THE ASSISTANT SECRETARY AND A NOTETAKER FROM THE OFFICIAL PARTY ARE PRESENT; THOUGH TETE-A-TETES ARE COMPLETELY ACCEPTABLE SHOULD THIS BE THE FOREIGN LEADER'S DESIRE. NOTE PRESS OPPORTUNITIES, AND WHETHER THE MEETING WILL BE IN ENGLISH OR IF AN INTERPRETER IS REQUIRED. IN THE LATTER CASE, A PROFESSIONAL INTERPRETER WILL BE DISPATCHED FROM WASHINGTON. ALSO ELABORATE ON ANY OTHER SPECIAL CIRCUMSTANCES: FOR EXAMPLE, THE FOREIGN MINISTER INSISTS UPON A PERSONAL EXCHANGE OF GIFTS AT THE MEETING (SEE THE ADMIN LOGISTICAL CABLE FOR GUIDANCE ON GIFTS).

C. FOR SOCIAL EVENTS, ADDRESS THE QUESTIONS OF DRESS, WIVES, LEVEL OF PARTICIPATION, OVERALL SIZE, RECEIVING LINES AND HOW MANY FROM THE OFFICIAL PARTY MAY BE INCLUDED. FOR FOREIGN EVENTS, ELICIT THE HOST'S INTENTIONS WITH REGARD TO TOASTS AND, FOR NON-ENGLISH EVENTS, INDICATE WHETHER SIMULTANEOUS OR CONSECUTIVE INTERPRETATION IS

PREFERABLE. FOR LONGER, MORE FORMAL TOASTS, ADVANCE
TRANSLATIONS ARE OCCASIONALLY DISTRIBUTED PRIOR TO THE
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EVENT. WILL THERE BE A PRESS OPPORTUNITY?

D. FOR ARRIVAL AND DEPARTURE CEREMONIES, WHO WILL MEET
AND GREET (PRINCIPAL PARTICIPANTS ONLY), WHO WILL ACCOM-
PANY TO HOTEL, WILL THERE BE MILITARY HONORS OR GUARD TO
REVIEW, HOW LONG WILL THE CEREMONY LAST, WILL THE FOREIGN
MINISTER DELIVER A STATEMENT AND IS ONE EXPECTED OF THE
SECRETARY? POSTS SHOULD SUBMIT DRAFT ARRIVAL AND DEPART-
URE STATEMENTS IN ANY EVENT.

E. CONTINGENCY TOURISM OPPORTUNITIES FOR FREE TIME
SHOULD INCLUDE A BRIEF BUT LIVELY DESCRIPTION OF WHAT
THE SECRETARY WOULD SEE, WITH WHOM, HOW MUCH TIME WOULD
BE REQUIRED, AND WHAT MAKES IT OF SPECIAL INTEREST.

F. FOR CEREMONIAL EVENTS, INDICATE THE SIGNIFICANCE,
PARTICIPANTS, PRESS ARRANGEMENTS AND DETAILED INFORMATION
ON TIMES AND MOVEMENTS.

9. SCENARIO FORMAT:

A. ARRIVAL SCENARIO:

10:00 AM ARRIVE BLANDIA MILITARY AIRPORT.

MET AT PLANESIDE BY FOREIGN MINISTER
MUSA ADAMU AND AMBASSADOR SEAN O'NEILL.

NATIONAL ANTHEMS.

REVIEW HONOR GUARD, WITH FOREIGN
MINISTER.

GREET SENIOR BLANDIAN AND EMBASSY
OFFICIALS ON TARMAC.

PROCEED TO TERMINAL FOR ADAMU'S WEL-
COMING REMARKS AND SECRETARY'S
ARRIVAL STATEMENT. (MICROPHONE AND
PODIUM IN PLACE -- CONSECUTIVE INTER-
PRETATION BY MR. LINGUAL.)

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10:20 AM EXIT TERMINAL TO WAITING MOTORCADE,

AMBASSADOR O'NEILL AND ASSISTANT
SECRETARY MCKEE WILL ACCOMPANY
SECRETARY TO HOTEL.

10:40 AM ARRIVE HOTEL ABLE.

30 MINUTES FREE TIME.

B. DINNER SCENARIO:

8:15 PM DEPART HOTEL. ACCOMPANIED BY
AMBASSADOR O'NEILL AND ASSISTANT
SECRETARY MCKEE.

8:30 PM ARRIVE PRESIDENTIAL RESIDENCE
LA CROCKODILIA FOR STAG DINNER
BY PRESIDENT SAIDU.

DRK SUIT -- I GUESTS, INCLUDING
ENTIRE BLANDIAN CABINET. OFFICIAL
AMERICAN GUESTS: ASSISTANT SECRETARY
MCKEE, AMBASSADOR O'NEILL, MESSRS.
FUNSETH, LORD AND MACRAKEN.

GREET OTHER GUESTS IN RECEPTION LINE
WITH PRESIDENT SAIDU AND CHIEF OF PRO-
TOCOL POOKAH. (LINGUAL AVAILABLE TO
INTERPRET.)

PRESS OPPORTUNITY.

9:00 PM DINNER.

SERVICE AT TABLES FOR SIX.

PRESIDENT SAIDU WILL BE AT SECRETARY'S
LEFT AND FOREIGN MINISTER ADAMU AT HIS
RIGHT. OTHER HEAD TABLE GUESTS:
INTERIOR MINISTER KHALID, ARMY MINISTER

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ABUBAKAR, CHIEF JUSTICE CREDULA AND
PROTOCOL CHIEF POOKAH.

10:15 PM PRESIDENT SAIDU PROPOSES FIVE-MINUTE
INFORMAL TOAST TO WHICH SECRETARY
RESPONDS. CONSECUTIVE INTERPRETATION
BY LINGUAL.

10:30 PM SECRETARY JOINS PRESIDENT SAIDU FOR
TETE-A-TETE IN ADJOINING ANTEROOM.

10:50 PM REJOIN OTHER GUESTS FOR COFFEE AND
LIQUEURS.

11:15 PM DEPART LA CROCKODILIA.

11:30 PM ARRIVE HOTEL.

10. REMOVE EXDIS CAPTION ON PUBLIC ANNOUNCEMENT OF TRIP.

KISSINGER UNQUOTE KISSINGER UNQTE
KISSINGER

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